

California Energy Commission



CLASSIFICATION: ENERGY COMMISSION SPECIALIST I (TED)

TENURE: Permanent

TIME BASE: Full-time

SALARY: ENERGY COMMISSION SPECIALIST I (TED) \$4,833 - \$5,831

LOCATION: Energy Generation Research Office
Energy Research and Development Division

FINAL FILING DATE: January 30, 2009

DUTIES/RESPONSIBILITIES: Under the direction and supervision of the Energy Commission Supervisor II (TED), the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the Public Interest Energy Research (PIER) Program. The goal of the PIER Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of advanced energy technologies and the relationship to competitive energy markets; performs competent, complex, and difficult analyses to support public interest energy RD&D funding; effectively manages RD&D projects; and consults with experts in the field.

- **Market assessment.** The incumbent identifies generation and end-use market trends, needs and issues; conducts detailed and accurate assessments (including, but not limited to, the economic, environmental, and institutional issues relating to the development and deployment of advanced technologies) to estimate the relative importance of each technology in addressing market issues and needs; researches and analyzes current and anticipated issues relating to the electric generation, environmental, and/or end-use energy markets; and provides constructive technical assistance to contract managers and other staff in analyzing market-related problems.
- **Contract and project management.** The incumbent prepares timely and accurate work statement, budget, schedule, special conditions, measurable technical and economic objectives, which will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves timely contract amendments; receives and reviews monthly progress reports and prepares brief and accurate evaluation of the project; verifies that all contract terms and conditions are met before approving the invoices (if necessary, dispute a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections at least once a year to ensure the project meets technical, fiscal, and administrative objectives; and provides timely briefings to office, division, and commission management on the status of the project.
- **Proposal evaluation.** The incumbent provides accurate/critical reviews of proposals to determine how well the project addresses the scope of the solicitation criteria including, but not limited to: the extent the project will advance science or technology, address market

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issues and needs, and meet specified target goals and objectives; the skill and experience of the project team to carryout the technical tasks within budget and schedule, and move the results into the marketplace; and the adequacy of project funding. The incumbent prepares brief/factual written findings of such evaluations for use by a technical scoring committee.

- Consult with stakeholders including research organizations, government and utility representatives, private developers, and technical experts to identify RD&D opportunities of alternative and advanced energy systems or technologies in California; and define, develop, and successfully implement projects that provide significant public benefits to California and meet the policy and technical objectives of the PIER Program.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills. The successful applicant is expected to work within a larger team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. **Applications will be screened for experience and only the most qualified will be contacted for an interview.**

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Janet Gregory RPA#560-528
California Energy Commission
Personnel Office
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 654-4311

California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922